

**SECRET**

DD/S

55-2417

6 OCT 1955

**CONFIDENTIAL**

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT : Inspector General's Survey of the EE Division

REFERENCE : Memorandum, 28 September 1955, same subject  
from the ADD/S. 55-2307

25X1A 1. At the time the DDP/EE survey was conducted by the  
Inspector General, the "double slotted" replacement situation  
may have been more acute than I believe it to be at the present  
time. At least [ ] "double slotted" personnel were counted by  
25X1A the Office of Personnel as a part of the staff personnel strength  
in the EE Division and [ ] in the various DDP components as of  
31 July 1955. Consequently, the DDP Group, as well as EE Division  
was credited with such personnel in the staff personnel strength  
which you used to advise the Director of the personnel strength  
situation before he decided to establish new personnel ceilings.  
Hence, "double slotted" personnel were provided for in the new  
DDP Group and EE Division ceilings.

2. I feel that any record system applicable to EE should  
be equally applicable to all DDP Area Divisions as well as to  
other Agency components. According to my understanding the  
redistribution of the DDP Group ceiling to the Area Divisions  
by the Deputy Director (Plans) was based on each component's  
strength and internal adjustments due to realignment of func-  
tions. Therefore, I believe that the problem of a DDP Area  
Division needing relief due to the replacement situation has  
largely been alleviated by the recent decision of the Director  
on personnel ceilings. A double entry record keeping system  
providing for the assignment of individuals to the Table of  
Organization of a component but counted for ceiling purposes  
against another organizational element would necessarily result  
in extra paper work.


3. The Office of Personnel is exercising, within the  
broad policy lines set by the Deputy Director (Support), the  
greatest possible amount of flexibility. By "double slotting"

**SECRET****CONFIDENTIAL**

**SECRET**

individuals who are in- and out-casuals, personnel on extended leave-without-pay, anticipated resignations and reassignments, a component is provided the opportunity to assign needed personnel within the overall ceiling limits of a major component and extra paper work is reduced.

25X1A



Harrison G. Reynolds  
Director of Personnel

**SECRET**